The Update Enrollment Reservations screen can be used to restrict the enrollment in a class to a particular set of students. It can be reached from two locations, via the Update Class screen in Class and Room or via the Tele-BEARS/OLADS System. If you access the screen via the Tele-BEARS/OLADS System, there are different options in the function key commands. The following notes describe the functions of individual fields and additional screens found on the Update Enrollment Reservations screen:

**Secondary Section Required (SEC REQ)**

A “Y” in this field (default) means that a secondary section is required for enrollment in the primary section. (The secondaries are “coupled” with the primary.)

An “F” in this field will freeze secondary section switching during the Adjustment Period on Tele-BEARS. Students will not be able to use the “Switch Secondaries” function after the semester start date. Staff will continue to be able to switch secondaries on DB2/OLADS. During Phase I & II, the “F” will be treated as a “Y”.

A blank in this field means that there are no secondary sections for the class.

An “N” in this field means that although secondary sections exist for the class, they are not required for enrollment. (The secondaries are “decoupled” from the primary.) Students therefore enroll in the primary section only; secondary section enrollments are handled internally by the department. In this case, compliance with the Berkeley Campus Policy on Course Enrollments Relative to Classroom Capacity is required <http://registrar.berkeley.edu/acad_sched.html#enroll>.

The problem with doing this is that section enrollment needs to be managed manually offline, since the system will have no record of secondary section enrollments, except for any students who may have enrolled into secondary sections before they were decoupled. This will also affect future versions of bCourses which will have the option of managing courses based on secondary sections.
**Waitlist On**
Enter "Y" if you want to establish a waiting list for the class. (This is the default.) You cannot change this to "N" if there are students already on the waiting list.

**Automatic**
This refers to how the waiting list will be processed. There must be room in both the primary and the secondary section (if required) before enrollments from the waiting list can take place.

A "Y" in this field means that students will be enrolled from the waiting list automatically as seats become available. These updates occur weekly (on Friday nights) during Tele-BEARS Phases I and II, and nightly during the Adjustment Period. The system attempts to enroll the students in chronological order of the primary section’s waiting list.

An "N" in this field means that the waiting list is processed manually, using the Enroll from Wait List screen. You can enroll any student from the list, regardless of the order. The updates from this process happen immediately, in real time.

**Waitlist Limit**
The Waitlist Limit default setting is automatically set to half of the enrollment limit, unless otherwise entered by the department. Enter another value if the default does not work for the course.

**Coursewide Restrictions (COURSE)**
The COURSE line is a display of coursewide restrictions. Use the F4 key to go to the Update Coursewide Restrictions screen to make changes. Once you enter changes in the Update Coursewide Restrictions screen, they will be displayed on the Update Enrollment Reservations screen on the COURSE line. Coursewide restrictions apply to all primary sections of a course when entered for any single primary section of that course. Students who do not meet the coursewide restriction criteria will not be allowed to enroll or add themselves to the waiting list. To set restrictions for only a certain number of seats, use seat reservations instead (see below).

The criteria for Coursewide Restrictions are:

- **U/G Flag** - Enter U or G to restrict the course to either undergraduates or graduates.
- **College Code** - Enter the college code(s) number to restrict the course by college. A list of College Codes is downloadable from the Scheduling Toolbox <http://registrar.berkeley.edu/schedtoolbox.html>.
- **Major Codes** - Enter the major code(s) to restrict the course by major. Major Codes are downloadable from the Scheduling Toolbox <http://registrar.berkeley.edu/schedtoolbox.html>.
- **Educ Level** - Enter a number to restrict the course by the student’s educational level.
  - 1 = Freshman
  - 2 = Sophomore
  - 3 = Junior
  - 4 = Senior
  - L = Limited
  - 5 = Graduate Students in the Masters Program
  - 6 = Graduate Students in the Doctoral Program
  - 7 = Graduate Students in the Advanced Doctoral Program
  - 8 = Graduate Students in the Juris Doctor (JD) or Master of Social Work (MSW) Program
- **Type** – Enter a letter to indicate the type of level to be used in the Educ Level restrictions.
  - N = Non-AP level (if left blank restrictions are based on Tele-BEARS level)
  - P = Professional level (used only by School of Law)
- **Reg Stat** – Enter a letter to restrict the course by student registration status.
  - C = continuing
  - N = new
  - R = readmitted
  - V = visitor
- **UC Req** – Used to designate a requirement.
  - C = Students who have not satisfied American Cultures
  - H = Students who have not satisfied American History
  - I = Students who have not satisfied American Institutions
  - D = Students who are on the Degree List
  - S = Students who have not satisfied Entry Level Writing
**Seat Reservations (NEW/READM)**
The “NEW/READM” line allows you to reserve a specific number of seats for new and readmitted students. Enter a number under "ENRL LMT" to set the desired number of seats aside for these students.

**Seat Reservations (OPT. 1 – OPT. 3)**
Using the same criteria options as for the Coursewide Restrictions, you can set aside seats for certain groups of students. Entry for this is done directly on the Update Enrollment Reservations screen. Enter the criteria and a number under "ENRL LMT" to set the desired number of seats aside for each reservation line (category). Students who do not meet the criteria will not be allowed to enroll under a seat reservation. If they otherwise meet the coursewide restrictions, they will be able to enroll in open seats (if there are seats available) or add themselves to the waiting list. See notes for "Coursewide Restrictions (COURSE)" for more information.

- Once a seat reservation on Option 1-3 is set and the enrollment limit or waitlist limit is greater than zero, you will NOT be allowed to delete that reservation option.
- Once the enrollment count is greater than zero, on any reservation line, for both primaries and secondaries, you will NOT be allowed to lower enrollment limit below the enrollment count. If you are in the habit of setting the limit to zero to stop enrollment, you will no longer be able to do so. **You must use the Lock flag (see below) to stop enrollment.**
- You will not be allowed to lower the waitlist limit below the waitlist count, on both primaries and secondaries.

**Enroll from Waitlist**
From the Update Enrollment Reservations screen, press F11 to access the “Enroll from Waitlist” screen. Mark an “S” next to the name of the student you would like to enroll and press enter. A code will appear to the right of the student’s name. A code of “2000” is a successful transaction; any other codes mean that the student was not enrolled. (Use the F1 key to get a list of code definitions.) If the class has secondary sections, you’ll see the students’ choices listed on this screen; you can even enroll them into a different secondary section by entering the appropriate CCN over the one listed. An “L” (for lock) can be placed in the Full Flags Column (see below) to freeze enrollment while the waitlist is manually processed.

**Class Entry Codes (CEC)**
Class Entry Codes are unique numbers given to individual students to allow them access to enrolling in a class when they otherwise wouldn’t meet the restriction/reservation criteria. CECs are used only for enrollment, and do not work for students attempting to add themselves to the waiting list.

This line displays information about the number of CECs issued, the total number of CECs available, the number of students enrolled using CECs, the number of students rejected without CECs and the waitlist count. New CECs can be generated by increasing the enrollment limit on the Update Enrollment Reservations screen (this may also require increasing the secondary section totals), and going to the Class Entry Code screen to activate the numbers.

To see the actual CEC numbers, use the F5 key to go to the Class Entry Code screen. Numbers with an “I” (inactive) next to them have been generated for the course, but not activated for use. To allow students to enroll, numbers must be activated by changing the “I” to an “A” (active) or pressing the F3 key.

Generally, these numbers are forwarded to instructors to enroll students at their discretion, but can also be distributed to students by department assistants or advisers. The numbers must be tracked to avoid giving the same number to more than one student, as a CEC can be used only once.

Once a student has added a class using a CEC, the code on the CEC screen changes from "A" to "U" (used). If a student later drops the class, the code changes from "U" to "D" (dropped), and a new (inactive) CEC is automatically generated in its place.

If you wish to cancel a CEC, you can only do so before it has been used. To cancel a CEC, change the “A” to a “C” and press the enter/return key. If you exit the CEC screen and come back, a new CEC will be generated to replace each cancelled CEC **unless** you lower the CEC limit beforehand.
NOTE:
• CECs override coursewide restrictions and seat reservations
• When enrolling from a manual waiting list, entering a CEC overrides any full flags or locks on the primary and secondary sections.
• When students enroll via Tele-BEARS, a CEC overrides any full flags on the primary section, but does not override any full flags on secondary sections.

Open Seats (OPEN)
This line displays information about the number of seats that are open after Seat Reservations and CEC totals have been deducted. Only Coursewide Restrictions (if any) apply to the seats listed here. Also shown on this line are the number of students enrolled using Open Seats, the number of students rejected due to Coursewide Restrictions and the waitlist count. Go to Section Totals or the Option lines to change the number of open seats available.

Section Totals
This line summarizes information about the enrollment limit, enrollment count, number of students rejected and the waitlist count. Enter changes to the total enrollment limit under “ENRL LMT.”

The number of students rejected (NBR REJ) is a total that posts weekly. All other totals adjust in real time as students make changes in Tele-BEARS.

When the section totals do not add up to the numbers listed above, try the following trick: From the Tele-BEARS/OLADS Update Enrollment Reservations screen, press F2. Refresh the screen by moving forward and back with F7 and F8 or by re-entering the CCN.

Full Flags Column (FULL)
Full Flags appear as a “Y” in the column that is headed with “Full.” This flag means that the course and/or reservation category is closed for one of two reasons:

1) If the course reaches the enrollment limit, a “Y” is automatically generated when the next student tries to enroll. That student is prompted to add him/herself to the waiting list.
2) The “Y” can be manually entered to halt enrollment in the course overall, or in any reservation category.

The function of the Full Flags is to prevent students from enrolling directly in the course the moment someone drops, which would bypass any students on the waiting list. The Full Flag should disappear automatically when everyone on the waitlist is enrolled.

In addition to the Update Enrollment Reservations screen, Full Flags can also appear on the “SECONDARY SECTION WAITLIST AND ENROLL LIMITS screen for any secondary section. Use the F3 key to go to this screen.

If the primary and secondary sections of a class are coupled, a Full Flag in either location could prevent a student from enrolling.

You can also enter an “L” in the “Full” column to “lock” the enrollment. The “L” code functions in the same manner as the Full Flag, except that it can only be entered and removed manually. The “L” code is not automatically removed when everyone on the waiting list is enrolled. The “L” can be entered at any point in the enrollment process, and is a way to prevent further enrollment in a particular reservation category or in the entire class. Students will receive a message that says the class is “currently not open for enrollment” and it will offer students the option to place themselves on the waiting list for the class.

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